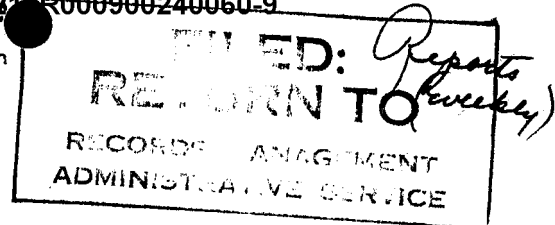


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REPORT OF OPERATIONS



TO : Chief, General Services

FROM : Chief, Records Management & Distribution Branch

SUBJECT: **Weekly** Report of Operations for the period ending
18 March 1953

A. Personnel

	On Duty	Vacancies	In Process
Office of Chief		0	0
Rcds. Mgt. Section		5	7
Rcds. Center Section		2	3
Mail Control Section		-3	16
		4	26

25X1

1. No. on leave three days or more:

Records Mgt. Section- 1
Mail Control Section- 3
Records Center Sec.- 0

2. No. on special detail out of office 2. How long?

Records Mgt. Section- 1 Full week
Records Center Section- 0
Mail Control Section- 1 Full week

3. Where: One Records Analyst to Jackson Commission.
One man in Transportation Division as full time courier.

4. No. pending resignation, transfer and/or reassignment:

Records Management Section- 1
Records Center - 1
Mail Control - 16

25X1

5. Specific cases on item 4 not in previous reports resignation

6. New applicants interviewed 2. Recruited by Personnel 1.
Recruited by this office 1.

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B. Administration and Problems:

Records Management Section-Vital Materials: Attempts to reduce the amount of microfilming are continuing. OGD/GR has now agreed to deposit in ~~proper~~ form, three projects originally scheduled for microfilming. These projects are as follows:

1. Administrative material of the Office of the Chief.
2. Administrative material of the Photographic Branch.
3. Administrative material of the operational File, Film Branch.

Progress is also being made at this time by the Office of Personnel to include separations of employees on machine listings rather than record on microfilm. As mentioned in the report for the week ending 18 February, the Personnel Office has previously agreed to the deposit of documents instead of microfilm for three record series.

The Office of Training has sent to us for deposit, a few unclassified drawings, but has not as yet deposited the Vital Materials previously enumerated.

A request was received from [] OGD/GR, for the microfilming of old copies of reproduction receipts and source files. We requested these be sent to this office for storage, but [] was reluctant to release them. This material dates back to 1950. The 1950 & 1951 files are relatively inactive, but it would not be feasible to place the 1952 files in inactive storage as there is considerable reference to them. This request was instituted because of a file space problem in Building 14. We have made our position clear by stating that we cannot undertake a microfilm project of this type when, in our opinion, storage in the Records Center is a more economical and practical solution. [] has indicated that they will give further consideration to the problem.

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Mr. Johnson, of National Security Council, was contacted regarding V.M. deposits. No deposits have been made by NSC for some time. Mr. Johnson stated that they have an accumulation of two file drawers of material which they will deposit this week. The material to be deposited is 'Auto-stat' copies of the Vital Documents.

At the request of FBID, a disposition schedule for the house-keeping records of the West Coast Bureau was prepared and submitted for their concurrence. The need for such a schedule, which would cover both operational and housekeeping records for the entire Division, was also discussed. It was agreed that the problem would be brought to the attention of the Chief of the Division upon his return from an extensive field trip early in May. We will consider this a part of the survey of the Office of Operation ~~previously~~ being conducted in the Contact Division.

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Attached are informational copies of the VM Deposit Schedules developed for the Office of Personnel, Office of I&S and OCB/IR.

Records Center Section- A record was maintained during the past week to determine the time required to service requests for supplemental distribution. The average elapsed time from receipt of the request until the material is placed in the out-going box was 4 hours and 44 minutes. The servicing time varies considerably, but requests for material housed at [] were all completed in less than 8 working hours, with the exception of two for lengthy reports that had to be reproduced on the 'copy-fix' equipment. Bulk requests for material housed in the [] averaged 16 hours as we usually fill these requests about twice a week. ^{Te}In each such case, however, the requester is informed of and agrees to the delay.

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Mail Control Section- NSC requested the assignment ^{of a courier} to report to to NSC at 8:30 A.M. everyday for about 10 days.

The names and addresses of ten prospective couriers were submitted to Mr. Johnson of Personnel Procurement. This makes a total of 15 to date.

The following mail stops requested by [] of Employees Services Staff, added to the couriers' scheduled stops effective 16 March 1953:

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1021 I Building, Employees Services Staff
2031 K Building, Employees Services Staff

16 March 1953-Reproduction material was delayed because the regular reproduction driver was on sick leave and a replacement was not available from []

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There were no courier trips performed during the report week to the homes of the DCI or DDI.

Starting Monday, 16 March, a proposed change in the schedules for handling reproduction material was placed in effect for a trial period and appears to be working satisfactorily.

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APPENDIX B - ~~Personnel~~ ending 18 March 1953

	<u>This Week</u>	<u>Average Week 1st 6 Months</u>
1. Microfilming		
Images filmed-Rotary Camera	—	21,300
Flat-bed Camera	6,077	13,000
2. Records Center-(all figures in cubic feet)		
Records received for processing and storage	35-1/3	—
References to record material	136	220
Records material destroyed	62	—
3. Supplemental Distribution Center		
a. New material for stock:		
Information Reports	678	549
Intelligence Reports	71	63
b. Supplemental Distribution:		
Information Reports	213	229
Intelligence Reports	177	160
Notices	36	54
Regulations	15	145
Others	0	14
c. Initial Distribution:		
Notices	2	3.8
Regulations	3	1.8
Others	2	.3
4. Mail Activities		
a. Post Office Mail		
Incoming	4,801	5,150
Outgoing	6,701	6,550
b. Postage expended	\$ 876.21	\$ 775.00
c. Scheduled Courier trips	231	230
d. Special Courier trips	80	33.4
e. Inter-agency mail by Courier		
Incoming	1,399	770
Outgoing	2,641	1,275
f. Personnel actions:		
Recruitments	2	—
Separations	0	—
g. Use of Motor Pool Vehicles		
Available	16	—
Available but delayed	4	—
Not Available	6	—

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